

Return to Workplace Guide 2020-2021

Building Confidence. Forging Onward. Together.



DENMARK
TECHNICAL COLLEGE

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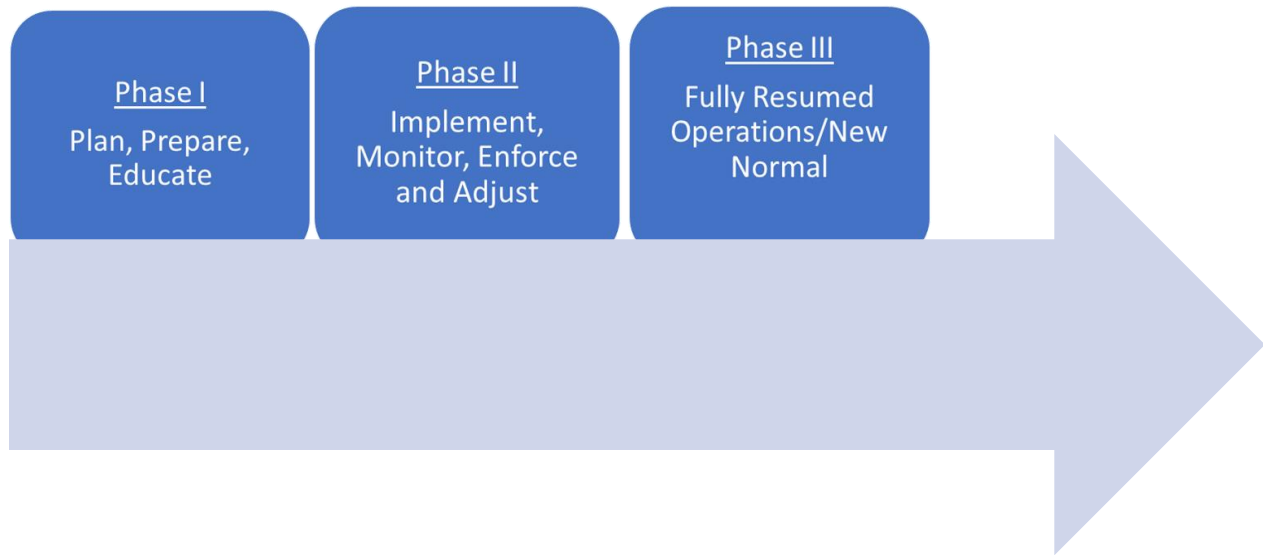
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Disclaimer

The provisions of this document are subject to change based on the evolving nature of the COVID-19 pandemic and the attendant guidelines and directives of the State of South Carolina, the Centers for Disease Control and Prevention (CDC) and other appropriate public health and administrative agencies.

INTRODUCTION

To help promote a healthy and safe environment Denmark Technical College (DTC) has established this plan for all employees, students, vendors and visitors as we begin a three-phase approach to returning these groups back to the campus and resuming normal operations. This plan is based on information obtained from the Centers for Disease Control and Prevention (CDC), The South Carolina Department of Health and Environmental Control (SCDHEC), and the South Carolina Department of Administration.



At all points along the phase-in, College leadership and the President's Return to Workplace Taskforce will continuously monitor and assess conditions based on the most current guidance of the Centers for Disease Control and Prevention (CDC), the South Carolina Department of Health and Environmental Control (DHEC), the State of South Carolina and other best practices to ensure the health and safety of all.

Additionally, our plan is mindful of the need to protect vulnerable and high-risk individuals on campus and those experiencing unique circumstances related to the COVID-19 pandemic.

SYMPTOM MONITORING REQUIREMENTS

Employees who have been instructed to return to the workplace are strongly encouraged to conduct symptom self-monitoring every day before reporting to work. If you are sick or have symptoms of COVID-19 notify a member of the Office of Human Resource, stay home and do not report to work. Employees who have symptoms of acute respiratory illness like shortness of breath, coughing and/or fever of 100.4° F or greater are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer) for at least 3 days without the use of fever-reducing medicines and at least 7 days have passed since your symptoms first began.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4° F (37.8° C) or greater
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or running nose
- Nausea or vomiting
- Diarrhea



Employees are requested to exercise good judgment and not report to work if they have any of the foregoing symptoms. Sick employees concerned about COVID-19 illness should contact their healthcare provider to discuss the appropriateness of testing.

PHYSICAL PLANT MAINTENANCE

The College has undergone a significant deep cleaning process by an external contractor. A schedule for daily, weekly, and monthly tasks associated with the maintenance of classrooms, offices, and common areas details the standards the College has established consistent with the challenges associated with COVID-19.

PHYSICAL/SOCIAL DISTANCING

Also called “physical distancing,” social distancing means keeping space between yourself and other people outside of your home. Social Distancing practices must always be maintained while on Campus. To practice social or physical distancing:



- Stay at least six (6) feet (about [3] arms' length) from other people
- Do not gather in groups larger than 10 people
- Avoid crowded places and avoid mass gatherings

VULNERABLE/HIGH RISK INDIVIDUALS

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact the Office of Human Resources.

PRIOR TO RETURNING TO THE WORKPLACE

In general, all employees, students, visitors, contractors and vendors will be required to wear a protective mask while on the College campus/sites. DTC will provide cloth masks to employees and students as well as disposable masks to vendors, contractors, and visitors expected to be on campus for a short duration. All are welcome and encouraged to use personal masks. It is recommended that personal and College-issued cloth masks be laundered on a regular basis.

Before employees can return to Campus, the following steps must be taken:

1. The Office of Human Resources will notify each employee, in writing, to return to the workplace on the date specified.
2. Each employee must complete an initial Self-Assessment questionnaire and return the completed form, via e-mail, to the OHR for re-entry clearance. Employees will receive the Self-Assessment questionnaire through their College e-mail account. Completion of the questionnaire will be required on a daily basis during screenings prior to accessing the campus.
3. Employees unable to return to the workplace based on responses to the Self-Assessment questionnaire must return the form as noted and contact the OHR.
4. OHR will notify the employees supervisor when cleared to return to the workplace.

ARRIVAL ON CAMPUS

All employees, students, visitors, contractors/vendors will be required to undergo a brief screening prior to entering the campus in order to be cleared for access with the following expectations:

1. Must wear a protective mask.
2. Must present College ID or valid government issued ID to enter main campus or other sites.
3. Buildings college-wide will have one main entry/exit. All other exits will be for emergency use only.
4. Individuals will not be permitted to enter the workplace or return to campus if **exhibiting symptoms** endemic of COVID-19 or if they have been in **known contact** with someone exhibiting COVID-19 symptoms or diagnosed with COVID-19.
5. Individuals who have tested COVID-19 positive, or report any symptom of COVID-19, should not return to the workplace until they are free of all symptoms for at least 72 hours, without the use of any medication that might mask symptoms (i.e. fever-reducing medicine, cough medicine, etc.). Some situations may require clearance from a medical provider.

CAMPUS/BUILDING ACCESS OUTSIDE OF NORMAL OPERATING HOURS

1. Access must be approved, in writing, by respective Division Executive Vice President, Vice President, or Associate Vice President.
2. Limited access outside of normal business hours to allow for necessary routine deep cleaning /maintenance/sanitizing
3. Satellite campuses will have limited options for checking in outside of normal operating hours.

BECOMING SYMPTOMATIC WHILE ON CAMPUS

1. Employees are required to report to their supervisor or the Office of Human Resources if they begin to feel ill while at work or believe they may have come into contact with someone diagnosed with COVID-19 or exhibiting symptoms.
2. Students should report to the College Infirmary if they begin to feel ill while on campus or believe they may have come into contact with someone diagnosed with COVID-19 or exhibiting symptoms.
3. Employees who report feeling ill or have any COVID-19 symptoms will be separated from co-workers immediately, sent home, and, whenever possible, be allowed to work from home.
4. Students who report feeling ill or have any COVID-19 symptoms will be separated from others and managed based on individual circumstances.
5. Workspace will be immediately sealed-off from access and professionally sterilized after business hours to prevent cross-contamination.

6. The South Carolina Department of Health and Environmental Control will be contacted by the Office of Human Resources for current guidance including notification protocols and contact tracing.

HEALTHCARE (MASK/HYGIENE) GUIDELINES

Protective Masks

- The College will provide a mask to each entrant to the campus at the Main Entrance check-in station. Employees and students will receive an initial issue of two cloth masks. Vendors/contractors and visitors will be issued disposable masks for short-term use.
- Individuals will be required to wear masks when not in their personal space (individual office, residence hall room, etc.).
- Individuals will also be required to wear mask coverings when outdoors and cannot maintain eighteen (18) **feet** of separation between others.
- Individuals in open or shared areas without enough partitioning will be reassigned or provisions will be made for placement of barriers/partitions, etc.

General Hygiene

- Individuals are encouraged to wash their hands frequently.
- Limit access to others – practice physical/social distancing.
- Individuals to take personal responsibility in disinfecting their personal space.
- Cleaning supplies will be provided by the College.
- Any shared equipment is to be thoroughly cleaned after each use.
- Establish a 6-foot clearance around all front desk/reception locations, if applicable, to assist with the practice of physical/social distancing.
- Employees are required to wear gloves during a sale or exchange of any items (Money, Books, technology equipment, etc.). Gloves will be provided by the College.

MEETING/CONFERENCE ROOMS

1. Whenever possible, in-person meetings will be discontinued and replaced with virtual meetings.
2. If essential in-person meetings are needed these should be limited to posted occupancy limits, and physical/social distancing should be maintained.
3. Employees will be made aware of posted occupancy limits with signage outside of each common area including restrooms.
4. No shared food and beverages will be allowed in meeting rooms.
5. Masks are required in meetings unless physical/social distancing can be maintained.
6. Disinfect meetings rooms, particularly frequently touched surfaces, before and after each use.
7. Cleaning supplies will be provided by the College and available in all meeting/conference rooms
8. All shared equipment and collaboration tools and technology (touchpads, conference phones, laptop plug-ins, etc.) and similar equipment should be cleaned after each use.

COMMON AREAS AND ELEVATORS

1. Occupancy limits to be posted outside of each common area, including restrooms.
2. Elevator access limited to single person at a time, unless needed for assistance.
3. Masks are required, unless eating – physical/social distancing must be in place.
4. Physical/social distancing protocols must be observed at all times in all common areas.
5. All employee food containers to be sanitized before storing in a common area. Food stored in a common refrigerator to be placed into clear sealed plastic bags. A name and a date must be written on the bag. Food must not be stored in the workplace for more than 24 hours.
6. All shared equipment (Sinks, Microwaves, Refrigerators etc.) to be cleaned by employees before and after each use.

CLASSROOMS/LABS

1. Occupancy limits posted outside of each classroom/lab must be observed at all times.
2. Masks are required to be worn by faculty and staff for the duration of the class period.
3. Physical/social distancing protocols must be observed at all times.
4. Faculty members are to permit several minutes prior to the end of each class and the beginning of a class for students to clean/sanitize their desk space.
5. Physical Plant staff will ensure cleaning materials are stocked in each classroom.

TRAVEL

1. Minimize non-essential travel and adhere to CDC and local health department guidelines regarding isolation after travel.
2. Employees taking personal travel should adhere to CDC and local health department guidelines regarding isolation after travel.
3. Personal travel including domestic and international, within the last 14 days, must be reported to Human Resources prior to returning to on-site work.
4. Follow college approval process for work-related travel.

CUSTODIAL AND JANITORIAL

An initial issue of cleaning supplies will be pre-positioned in each office/area prior to employees returning. Additional supplies should be requested, via work order/requisitions, to the Office of Physical Plant.

RESOURCES

Department of Environmental Health and Environmental Control

(<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19>)

Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019nCoV>)

Denmark Technical College; Office of Human Resources at 803.793.5289